



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3A – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, § 40
and Hanover Wetlands Protection By-law #6-14

Provided by DEP

DEP File Number

Document Transaction Number

TOWN OF HANOVER

A. General Information

***Note:** This form combines the information needed for DEP and the Town of Hanover, MA. Please use this form for *all* NOI submittals to the Town of Hanover.

This NOI Application is filed under: ☐ the Hanover Town By-Law, ☐ the Mass. WP Act, or ☐ both

1. Project Location:

a. Street Address

b. City/Town

c. Zip code

Latitude and Longitude, if known:

d. Latitude

e. Longitude

Hanover Assessor's Reference:

f. Map/Plan

g. Lot/Parcel

2. Applicant:

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip code

h. Phone Number

i. Fax Number

j. Email Address

3. Property owner (if different from Applicant):

☐ Check if more than one owner and attach list.

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip code

h. Phone Number

i. Fax Number

j. Email Address

4. Representative:

☐ Check if more than one Representative and attach list.

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip code

h. Phone Number

i. Fax Number

j. Email Address

5. Total WPA Fee paid (from NOI Wetland Fee Transmittal Form):

a. Total WPA Fee paid

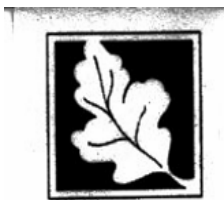
b. State Fee Paid

c. City/Town Share of State Fee

Total By-Law Fee paid (from By-Law Fee Schedule):

d. Town By-Law Fee

6. General Project Description: (Include classification of resource area and shortest distance to proposed activity. Attach narrative, if necessary):



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A. General Information *(continued)*

7. Project Type Checklist:

- | | |
|---|--|
| a. <input type="checkbox"/> Single Family Home | f. <input type="checkbox"/> Utilities |
| b. <input type="checkbox"/> Residential Subdivision | g. <input type="checkbox"/> Coastal Engineering Structure |
| c. <input type="checkbox"/> Limited Project Driveway Crossing | h. <input type="checkbox"/> Agricultural - cranberries, forestry |
| d. <input type="checkbox"/> Commercial/Industrial | i. <input type="checkbox"/> Transportation |
| e. <input type="checkbox"/> Dock/Pier | j. <input type="checkbox"/> Other |

8. Property recorded at the Registry of Deeds for:

a. County	b. Book	c. Page Number	d. Certificate # <i>(if Registered Land)</i>
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9. Has work been performed on the property under an Order of Resource area Delineation involving Simplified Review within 3 years of the date of this application?

- a. ☐ Yes b. ☐ No

10. Buffer Zone only- Is the project located only in the Buffer Zone of a Bordering Vegetated Wetland, Inland Bank, or Coastal resource area?

- a. ☐ Yes - answer 11 below, then skip to Section C.
b. ☐ No - skip to Section B.

If yes, no Notice of Intent or Request for Determination of Applicability may be filed for work within the 50-foot-wide area in the Buffer Zone along the resource area during the three-year term of an Order of Resource Area Delineation, or any Extended Order, or until the applicant receives a Certificate of Compliance, whichever is later.

11. Buffer Zone Setback - For projects that involve work only in the Buffer Zone, select the applicable adjacent resource area (check one):

- a. ☐ BVW b. ☐ inland bank c. ☐ coastal resource area

The distance between the closest project disturbance and the associated resource area is:

_____ d. linear feet



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B. Resource Area Effects

1. Inland Resource Areas

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Resource Area	Size of Proposed Alteration	Temporary/ Permanent (T/P)	Proposed Replacement (if any)
a. <input type="checkbox"/> Bank	1. linear feet	T / P 1 a. (circle one)	2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	1. square feet	T / P 1 a. (circle one)	2. square feet
c. <input type="checkbox"/> Land Under Waterbodies/Waterways	1. square feet	T / P 1 a. (circle one)	2. square feet
	3. cubic yards dredged	T / P 3 a. (circle one)	
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet	T / P 1 a. (circle one)	2. square feet
	3. cubic feet of flood storage lost		4. cubic feet of flood storage replaced
e. <input type="checkbox"/> Isolated Land Subject to Flooding	1. square feet	T / P 1 a. (circle one)	2. square feet
	3. cubic feet of flood storage lost		4. cubic feet of flood storage replaced
f. <input type="checkbox"/> Riverfront Area	Name of Waterway (if available): _____		
1. Width of Riverfront Area (check one):	<input type="checkbox"/> 25 ft Designated Densely Developed Areas only <input type="checkbox"/> 100 ft New Agricultural Projects only <input type="checkbox"/> 200 ft All other projects		
1.a. Method Used to determine Annual Mean High Water Line:	_____		
1.b. Distance of proposed activity closest to the Annual Mean High Water Line:	_____		
2. Total area of Riverfront Area on the site of the proposed project:	_____ Square feet		
3. Proposed alteration of the Riverfront Area:	_____		
a. Total Square Feet	b. Square Feet within 100 ft.	c. Square feet between 100 ft. & 200 ft.	



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B. Resource Area Effects *(continued)*

4. Has an Alternatives Analysis been done for this project and is it attached to this NOI? ☐ Yes ☐ No
5. Was the lot where the activity is proposed created prior to August 1, 1996? ☐ Yes ☐ No

- g. ☐ Vernal Pool
Potential/Certifiable/Certified (circle one):

T / P		
1. square feet	1.a (circle one)	2. square feet

- h. ☐ Vernal Pool Habitat

T / P		
1. square feet	1.a (circle one)	2. square feet

2. Coastal Resource Areas:

Check all that apply below. Attach narrative and supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Resource Area

Size of Proposed Alteration

Proposed Replacement (if any)

- a. ☐ Designated Port Areas *Indicate size under Land Under the Ocean Below:*

- b. ☐ Land Under the Ocean

1. square feet	2. Cubic Yard dredged
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- c. ☐ Barrier Beach *Indicate size under Coastal Beaches and/or Coastal Dunes Below:*

- d. ☐ Coastal Beaches

1. square feet	12. cubic yards beach nourishment
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- e. ☐ Coastal Dunes

1. square feet	2. cubic yards dune nourishment
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- f. ☐ Coastal Banks

1. Linear feet

- g. ☐ Rocky Intertidal Shores

1. square feet

- h. ☐ Salt Marshes

T / P		
1. square feet	1a. circle one	2. sq. ft. restoration, rehab., creation

- i. ☐ Land Under Salt Ponds

T / P		
1. square feet	1a. circle one	2. cubic yards dredged

- j. ☐ Land Containing Shellfish

T / P		
1. square feet	1a. circle one	2. sq. ft. of restoration or rehab.

- k. ☐ Fish Runs

1. cubic yards dredged

- l. ☐ Land Subject to Coastal Storm Flowage

1. square feet



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B. Resource Area Effects *(continued)*

3. Limited Project:

Is any portion of the proposed activity eligible to be treated as a limited project subject to 310 CMR 10.24 or 310 CMR 10.53?

a. ☐ Yes ☐ No

If Yes, describe which limited project applies to this project below:

b. Limited Project

C. Bordering Vegetated Wetland Delineation Methodology

Check all methods used to delineate the Bordering Vegetated Wetland (BVW) boundary:

1. ☐ Final Order of Resource Area Delineation issued by Conservation Commission or DEP (attached)
2. ☐ DEP BVW Field Data Form (attached)
3. ☐ Final Determination of Applicability issued by Conservation Commission or DEP, (attached)
4. ☐ Other Methods for Determining the BVW Boundary (attach documentation)
 - a. ☐ 50% or more wetland indicator plants
 - b. ☐ Saturated/inundated conditions exist
 - c. ☐ Groundwater indicators
 - d. ☐ Direct Observation
 - e. ☐ Hydric Soil indicators
 - f. ☐ Credible evidence of conditions prior to disturbance
5. ☐ Other resource areas delineated: a. _____ b. _____

D. Other Applicable Standards and Requirements

1. Is any portion of the proposed project located in estimated habitat as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program?
 - a. ☐ Yes ☐ No If Yes, include proof of mailing or hand delivery of NOI to:
Natural Heritage and Endangered Species Program
Division of Fisheries and Wildlife
Route 135, North Drive
Westborough, MA 01581
 - b. Date of Map: _____
2. For coastal projects only, is any portion of the proposed project located below the mean high water line or in a fish run?
 - a. ☐ Yes ☐ No If Yes, include proof of mailing or hand delivery of NOI to:



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D. Other Applicable Standards and Requirements *(continued)*

Date of Map: _____

Massachusetts Division of Marine Fisheries
251 Causeway Street, Suite 400
Boston, MA 02114

- b. Not Applicable - project is inland resource area only
3. Is any portion of the proposed project within an Area of Critical Environmental Concern (ACEC)?
- a. ☐ Yes ☐ No If Yes, provide name of ACEC (see instructions to WPA Form 3A or DEP Website for ACEC locations).
- b. ACEC _____
4. Is any portion of the site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131 § 40A) or the Coastal Wetlands Restriction Act (M.G.L. c. 130, § 105)?
- a. ☐ Yes ☐ No
5. Is any activity within any Resource Area or Buffer Zone exempt from performance standards of the wetlands regulations, 310 CMR 10.00?
- a. ☐ Yes ☐ No If Yes, describe which exemption applies to this project:
- b. Exemption: _____
6. Is this project subject to the DEP Stormwater Policy?
- a. ☐ Yes ☐ No
- b. If Yes, stormwater management measures are required. Applicants should complete Stormwater Management Form and submit it with this form.
- c. If No, explain why the project is exempt: _____
7. Describe how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location. Attach narrative and supporting documentation. ☐ N/A ☐ Narrative Attached

E. Additional Information

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department.

1. ☐ USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation commission and the Department to locate the site.
2. ☐ Plans identifying the location of proposed activities (including activities proposed to serve as a BVW replication area or other mitigating measure) relative to the boundaries of each affected resource area.



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E. Additional Information *(continued)*

3. ☐ Other material identifying and explaining the determination of resource area boundaries shown on plans (e.g., a DEP BVW Field Data Form).
4. ☐ **List the titles and dates for all plans, reports, maps, exhibits and other materials submitted with this NOI:** (Use separate sheet if necessary)

Title	Date	Title	Date
Title	Date	Title	Date
Title	Date	Title	Date
Title	Date	Title	Date

5. ☐ If there is more than one property owner, please attach a complete list, with mailing addresses. You may obtain this information from the Town of Hanover Assessor's Office.
6. ☐ Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.
7. ☐ Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.
8. ☐ Attach NOI Wetland Fee Transmittal Form, Wetland Fee Transmittal Form.
9. ☐ Attach Stormwater Management Form, if needed.
10. ☐ Attach the following for the Town of Hanover By-Law portion of this filing:
- a. By-Law Fee Schedule
 - b. Waiver Form
 - c. Plans and submissions checklist, page 8 of this application.
 - d. List of Abutters (see Section G. of this Application for further details)
11. ☐ List all other Federal, State and Local permits/licenses necessary for this project **and their status**.

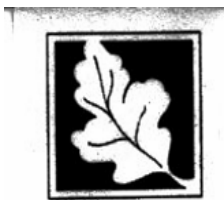
F. Fees

The fees for work proposed under each Notice of Intent must be calculated and submitted to the Conservation commission and the DEP (see instruction and NOI Wetland Fee Transmittal Form)

No fee shall be assessed for projects of the federal government, DEP, or cities and towns of the Commonwealth.

Applicants must submit the following fee information (in addition to pages 1 and 2 of NOI Wetland Fee Transmittal Form) to confirm fee payment:

1. Municipal Check Number- (to the Town of Hanover)	2. Check date
3. State Check Number-	4. Check date
5. Payor name on check: First Name	6. Payor name on check: Last Name



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G. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of the application in a local newspaper at the expense of the Applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters shall be notified of this application five business days prior to the public hearing pursuant to the requirements of M. G. L. c. 131§ 40. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

Signature of Applicant

Date

Signature of Property Owner (if different from Applicant)

Date

Signature of Representative (if any)

Date

FOR CONSERVATION COMMISSION:

☐ Two copies of the completed Notice of Intent (Form 3A)- which is a combination form State/Town of Hanover, including supporting plans and documents; two copies of pages 1 and 2 of the NOI Wetland Fee Transmittal Form; and the town fee payment must be sent to the Conservation Commission by certified mail or hand delivery.

FOR DEP:

☐ One copy of the completed Notice of Intent (Form 3A), including supporting plans and documents; one copy of pages 1 and 2 of NOI Wetland Fee Transmittal Form; and a copy of the state fee payment must be sent to the DEP Regional Office (see instructions) by certified mail or hand delivery. (E-filers may submit these electronically.):

DEP Southeast Regional Office
20 Riverside Drive
Lakeville, MA 02347.

OTHER:

If the Applicant has checked the "Yes" box in any part of Section D, Item 3, above, refer to that section and the instructions for additional submittal requirements.

The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent



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G. Signatures and Submittal Requirements *(continued)*

Please include this page with the Application.

IMPORTANT: All applicable boxes should be marked with ☒ or identified as N/A.

For Conservation Commission:

☐ **TWO COMPLETE SETS:**

- ☐ Notice of Intent (Form 3A) *most recent version*
- ☐ supporting plan(s)*
- ☐ Waiver Agreement
- ☐ supporting reports and documents
(i.e. Stormwater Mgt. Form, Alternatives Analysis)

- ☐ NOI Wetland Fee Transmittal Form with
applicable fee identified
- ☐ By-Law Application Fee Schedule with
appropriate fee identified
- ☐ List of Abutters
- ☐ Locus

☐ **APPROPRIATE FEES**

☐ **GUARANTEE ACCOUNT FEE-** If applicable, 2% of project cost for commercial, subdivision, or other complex projects

**Plans require detailed information as outlined in the Town of Hanover By-Law Rules and Regulations.
Visit Hanovermass.com for a complete set of By-Laws and Regulations. General plan requirements are listed below.*

☐ **PLAN CHECKLIST:**

- | | |
|--|--|
| <input type="checkbox"/> existing contours (black dashed line) | <input type="checkbox"/> erosion control |
| <input type="checkbox"/> existing structure(s) | <input type="checkbox"/> erosion control detail |
| <input type="checkbox"/> existing natural and man-made features | <input type="checkbox"/> permanent setback markers |
| <input type="checkbox"/> existing utilities- location of | <input type="checkbox"/> permanent setback marker detail |
| <input type="checkbox"/> proposed contours (black solid line) | <input type="checkbox"/> 25/35 ft. undisturbed, 35/50 ft. no build setback |
| <input type="checkbox"/> proposed structure(s) | <input type="checkbox"/> north arrow |
| <input type="checkbox"/> proposed utilities- location of | <input type="checkbox"/> location of stockpiled excavated soils |
| <input type="checkbox"/> wetland line with flag #'s (highlighted blue) | <input type="checkbox"/> signature and stamp of licensed surveyor** |
| <input type="checkbox"/> 100 ft. Riverfront area (highlighted purple) <i>if applicable</i> | <input type="checkbox"/> signature and stamp of licensed engineer** |
| <input type="checkbox"/> 200 ft. Riverfront area (highlighted purple) <i>if applicable</i> | <input type="checkbox"/> Title Block with the following information: |
| <input type="checkbox"/> 100 ft. buffer zone (highlighted green) | <input type="checkbox"/> owner |
| <input type="checkbox"/> limit of work (highlighted red) | <input type="checkbox"/> street name and number |
| <input type="checkbox"/> shortest distance between activity and wetland | <input type="checkbox"/> assessor plan and lot |
| <input type="checkbox"/> wetland fill (highlighted green) <i>if applicable</i> | <input type="checkbox"/> plan preparer's name |
| <input type="checkbox"/> wetland replication/restoration (highlighted yellow) <i>if applicable</i> | <input type="checkbox"/> date plan prepared |
| <input type="checkbox"/> floodplain (highlighted orange) per FEMA flood plain maps | <input type="checkbox"/> dry well(s) with appropriate Board of Health setbacks |
| <input type="checkbox"/> date wetland flagged | <input type="checkbox"/> dry well detail |
| <input type="checkbox"/> name of individual/firm responsible for identifying wetland | <input type="checkbox"/> bar scale |
| <input type="checkbox"/> identification of wetland type(s) | <input type="checkbox"/> crushed stone apron at construction entrance |
| <input type="checkbox"/> rights-of-way, easements <i>if applicable</i> | <input type="checkbox"/> access to site |

****May not be needed for additions, pools and accessory structures**

I certify that the above checked items have been completed and understand that incomplete applications are cause for scheduling delays/continuations of public hearings.

Signed: _____ Title: _____ Date: _____